

DD/A 74-4248

5 NOV 1974

MEMORANDUM FOR: Director of Central Intelligence  
FROM : Deputy Director for Administration  
SUBJECT : Activities of the DD/A Advisory Group, FY 1974

1. This memorandum provides a brief report on the activities of the DD/A Advisory Group (AAG) during FY 1974.
2. The Group was established on 2 July 1973 as a forum for continuing dialogue between senior management and employees. It is composed of nine members--one from each DD/A Office and one from the Administration Career Service. Under the original guidelines, the purpose of the Group was to study issues and problems affecting the Directorate and to make recommendations for improvement. While suggestions from employees were to be welcomed, the Group was instructed to avoid personal grievances.
3. During the first year, the Advisory Group altered its operating procedures. As a result of advertising its existence and interactions with Directorate management, the Group has become involved with not only more, but broader, concerns. Consequently, new procedures have been devised to handle this increase in activity. Issues or problems are now screened in an effort to determine appropriate action. In addition to this screening activity, the Group submits recommendations to the DD/A for his consideration in the form of brief memoranda. This represents a departure from prior approaches to the Group's activity in which a number of in depth research reports were submitted. These changes have permitted the Group to focus its efforts on a greater number of priority issues having Agency-, Directorate-, and Office-wide impact.
4. Obviously, not every item considered by the Advisory Group resulted in a demonstrable change in policies or functioning of the DD/A. A number of issues covered and investigated by the Group did not culminate in a suggestion for action to the DD/A. In the majority of these cases, investigation showed that efforts were being made elsewhere to satisfy the particular need. In other cases, the issue was brought to the attention of the Group by an outside party, and discussion within the Group indicated the issue was not of significant magnitude to warrant further discussion. In these cases, the employee who brought the issue to the attention of the Group was informed of the decision. However, the importance of these items should not be underemphasized, since in many cases AAG investigation of the issue stimulated interest and action on the part of the responsible component or individual.

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5. It may be recalled that I did not assume my present position until 3 August 1974, so that my direct involvement in the deliberations of the Advisory Group is of relatively short duration. John McMahon has been in attendance at the two meetings held under my cognizance, and as a standard practice he plans on attending all future sessions. I have not made any major change in the basic AAG charter, but it has been pointed out to the various members that it would be extremely helpful to use the Group as a "sounding board" and communications link to the young officers in the Directorate. I did solicit the views of the Advisory Group before initiating any action on changing the name of the Directorate.

6. Over the year, the Advisory Group was involved in the preparation of twenty-two major proposals on various facets of Directorate activities. A few of the more important earlier suggestions are again being reviewed in order to determine their efficacy. My preliminary feeling is that the AAG meeting offers an excellent forum for any honest exchange of views with younger officers, and there are obvious built-in benefits by opening up lines of communications. It would be my hope that the Advisory Group will focus on worthwhile issues and not get bogged down on items of no great significance.

7. I have attached a selected summary of ten items considered by the DD/A Advisory Group during FY 1974. This provides a reasonably good sampling of the problems and issues which were addressed by AAG.

/s/ John F. Blake

John F. Blake  
Deputy Director  
for  
Administration

Att

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